



Community Grants Program **Policy and Procedure**

Policy: Peninsula Health Care District budgets and invests a designated portion of the annual tax revenues into the community for the purpose of addressing the health status of its residents through its Community Grants Program (CGP). The Community Grants Program guides investments in non-profit, health-focused programs, services, and interventions that serve to improve the health and well-being of district residents. The CGP supports the District's vision that all residents enjoy optimal health through education, prevention, and access to needed health care. The District uses a comprehensive definition of health to include those behaviors, programs, activities, and supports that promote and protect the physical, psychological, and social well-being of an individual, a family, and a community.

District Health Priorities

- Access to basic health care and mental health services
- Childhood obesity and nutrition
- Senior services that promote quality of life and independence while living in the community
- Reduction of health risks through education and prevention

The District Board supports organizations with demonstrated competencies in achieving measurable improvements in the health status of District residents.

Community Health Investment Committee

The Board's **Community Health Investment Committee** is the working group that carries out the activities involved in evaluating grant requests. Each year, at the start of the grant cycle, the Committee reviews the health needs and priorities of the community within the District's boundaries and makes recommendations to the Board.

Committee members are appointed by the Board Chair and serve 3-year terms. Membership includes:

- Two (2) directors from the District Board; one serving as committee chair
- Three (3) community healthcare providers and leaders

- Two (2)-Three (3) District community members-at-large
- District Chief Executive Officer (Ex Officio, non-voting)

Members advise on health priorities, review all Letters of Intent, and determine which agencies will be asked to submit Full Proposals, review all submissions, participate in site visits and interviews, and make recommendations for funding to the Board at its December meeting.

Eligibility

CGP will support programs and services which directly serve residents of the District. Non-profit organizations with tax exempt status 501(c)(3) of the Internal Revenue Code are eligible to apply for District grants.

Grants awarded by the District must directly benefit District residents.

Grant Making Policies and Guidelines

Grants will generally be made in the range of \$10,000 – \$50,000 annually. Agencies that demonstrate large numbers served and have a track record of improved access and/or health status may apply for larger grants.

Proposals, which expand capacity, and are specific with respect to outcomes, programmatic milestones, interventions, timeframes, funding sources, sustainability, evaluation methods, and accountability, are of highest interest to the District.

The District is supportive of programs which will use CGP funds to leverage additional funds or other support to amplify the impact of the District's resources.

The District encourages results-based community collaborations among agencies, local government and the private sector to improve the health of District residents. In addition, the District is interested in working collaboratively in effective, program-focused efforts with other local funders and with local, regional, and national healthcare initiatives.

CGP will support the services, programs, and agencies with strong, successful track records and the highest probability of meeting their defined goals and objectives.

Agencies that provide services to a geographic area beyond the District boundaries must be able to demonstrate grant funds were used to serve District residents.

The District will generally not consider requests for basic operating support, requests to cover budget deficits, or requests to support research projects. In regard to indirect costs, we require the majority of grant funds be used for direct support of the program and/or services to be funded and indirect costs be kept at 12% or less of the grant. Recipients are required to provide regular financial and operational reports and periodically may be requested to make presentations to the Community Health Investment Committee and/or the Board of Directors at a public meeting.

Application Process

- Letters of Intent (LOI) are submitted for review by the Board’s Community Health Investment Committee. The Committee will determine if the grant request addresses:
 - an identified health priority
 - conforms to the Board’s principles and guidelines
 - serves District resident
 - is achievable based on the organizations history and track record
- Each organization submitting a LOI will be notified within 2 days following the Committee’s deliberations in early October and will be asked to submit a full proposal or be informed that it will not be considered for funding this grant cycle.
- Full Proposals are due by the date noted below. Each organization will be notified within two weeks following the submission deadline if further information is needed.
- During October and November, grant requestors may be asked to present to the Committee and/or allow for a site visit.
- In the first week of December, the Committee finalizes its recommendations and submits them to the Board for action at its December meeting.
- Each organization will be notified within two business days about the Board’s action relative to the status of their grant request.

Letters of Intent

Non-profit agencies interested in applying for funding should submit a Letter of Intent (LOI) by the deadline noted below. A District LOI Form and submittal guidelines are provided on the website. The Form can be submitted by email to Ashley.mcdevitt@peninsulahealthcaredistrict.org or sent to the District office: 1819 Trousdale Drive, Burlingame, 94010. You will receive a confirmation email that your submission has been received.

Guidelines for Full Proposal

Organizations invited to submit a Full Proposal should submit a Full Proposal Form by the deadline noted below. A District Full Proposal Form and submittal guidelines are provided on the website. Full Proposal forms and all accompanying documentation should be submitted by email to Ashley.mcdevitt@peninsulahealthcaredistrict.org AND sent to the District office: 1819 Trousdale Drive, Burlingame, 94010. 2017-2018 Community Grants Program Timetable

September 14, 2018	Letter of Intent are due in District Office by 2pm
November 02, 2018	Full Proposals are due in District Office by 2pm
December 13, 2018	Board takes action on grant recommendations

For more information about the Peninsula Health Care District Community Grants Program, please call (650) 697-6900

